ORDERS

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Agenda

1. References
2. Making Travel Arrangements
3. Marine Reserve Order Writing System (MROWS)
   - Confirmation Orders
   - Back to Back Orders
   - Off-Site Inactive Duty Training (IDT) Orders
   - Mobilization Orders
4. Deployment Orders for Active Component (AC) & Active Reserve (AR) Marines
5. Conclusion

References

- The Joint Travel Regulations Volume I (JTR)
- MCO 1001.59A Active Duty for Operational Support (ADOS) in Support of the Total Force
- MCO 1001R.1K Marines Corps Reserve Administration Management Manual (MCRAMM)
- MCO 7300.21A Marine Corps Financial Management Standard Operating Procedure Manual
- Marine Corps Total Force System Personnel Reporting Instructions Manual (MCTFSPRIM)
- Reserve Counterpart Training (RCT) Program
- MCO P4650.37 Marine Corps Travel Instructions Manual (Short Title: MCTIM)
- USD Memo of Mar 15, 2007
- CMC WASH DC PR RFO msg 032048Z APR 08
- COMMARFORRES G1 msg 011613Z MAY 08
- U.S. CODE, TITLE 10, SECTION 12302
- U.S. CODE, TITLE 10, SECTION 12301(d)

References

- MARADMIN(S)
  - ???/?? – Validation Requirements When Determining Primary Residence for Reserve Component (RC) Marines
  - 065/15 – Correction to MARADMIN 674/14
  - 674/14 – Clarifying Guidance for Long-Term TAD Assignment Flat Rate Per Diem
  - 533/14 – Change to Long-Term Temporary Additional Duty Assignment Per Diem Rates
  - 636/11 – Clarification of Travel & Transportation Allowances for Reserve Component (RC) Marines Executing Orders to Active Duty
  - 238/05 – Revised TAD Order Funding and Administrative Procedures for Mobilized USMC Reserve Personnel
- TRAVEL ADVISORY NOTICE (TAN)
  - 11-14 – Clarification for Processing Extended TDY Travel Vouchers
  - 04-14 – Processing of Reserve Travel Claims / ADOS in conjunction w/ IDT
  - 08-12 – Reserve Annual Training Entitlments
  - 13-03 – Travel Claim Submission Requirements for Extended TDY Periods
  - 12-06 – Clarification of TAN 13-03
- PERSONNEL ADMIN ADVISORY (PAA)
  - 09-13 - MROWS
- Force Policy Letters
  - 13-11 Reserve Travel Claim Submission
  - 01-12 Leadership & Management Over Confirmation Orders Being Issued to RC Members
- Force Messages
  - MSG 112220Z Feb 15 TEEP TOP/TOT Guidance

Reserve Commercial Travel Arrangements

- Travel arrangements for an INDIVIDUAL TRAVELER email your "CTO COMMERCIAL AIR TRAVEL REQUEST FORM" request to: MFRRESERVATIONS@RAVTRAV.COM and MFRG4DMOTOP@USMC.MIL. The approved form can be found on the MARFORRES G-4 DMO SharePoint site at https://sharepoint.marforres.usmc.mil/g4/dmo/sitepages/home.aspx.

- MSG 112220Z FEB 15 / Subj: Announcement of The Marine Forces Reserve (MARFORRES) Training Exercise and Employment Plan (TEEP) / Transportation of People (TOP) / Transportation of Things (TOT) Database Upgrade Project and Interim Policy Guidance.

When: In effect starting 1 Mar 2015
What: TEEP and Non-TEEP events for both MROWS and DTS orders.
Why: Because it requires orders to be authenticated NLT 15 business days prior to travel IOT ensure ticketing can occur prior to airline deadline.

MROWS

- Requirements for user access – PAAN 35-13 states that effective 30 September 2013, all new users requesting access/permissions for the MROWS will require submission of a SAAR (DD Form 2875). In order to be provided the requested access, Information Assurance (IA) training must be within 12 months from the date the SAAR is received by the MROWS helpdesk. Request for access along with an attached SAAR will be sent via email to: MROWSHELPDESK@MCW.USMC.MIL.

- (MCTFS) Remark D861 – MROWS Order History - Upon authentication of orders (30 days or less) this remark is populated within MCTFS; this in turn allows Incremental Payment Process (IPP) entries to be

MROWS

- (MCTFS) Remark D191 – Primary Residence Address - Effective with the release of the ???/?? MARADMIN, any new orders written for a period of duty that would entitle a Marine to BAH/OHA requires that they have a validated Primary Residence Address resident in MCTFS. BAH-Partial will be paid until proof of primary residence has been provided and established in MCTFS. This does not apply to permanent change of station orders or short duration orders wherein BAH-RC is authorized. Once the Primary Residence has been validated and entered into MCTFS, the BAH/OHA will be paid beginning from the first day of Active Duty when the Marine would have otherwise been entitled.

Proof of Primary Residence must be validated by supporting documentation. Two forms of supporting documentation are required; at least one form must be from items (2) through (7). Acceptable forms include but may not be limited to:

1. Member's deed, mortgage, valid commercial lease agreement, property tax record and
2. Utility bills
3. Member's place of civilian employment
4. The place of abode of the member's immediate family members/dependents
5. Driver's license, automobile registration, automobile insurance, or voter registration card
6. The member's enrollment in a resident trade school, university, or other education program

MROWS

- Roles/Permissions Requirements (effective 3 Sept 2013)

  -Order Writer – any rank

  -Fund Administrator - Cpl/GS-05 and higher

  -Authenticator – SNCO/GS-07 or higher. Exception for Sgt is submitted to MROWSHELPDESK@MCW.USMC.MIL for Functional Owner approval. Effective 30 September 2013, the request, with appropriate SAAR must come from the appropriate officer in the unit. Must also have “BY DIR” authorization.

Confirmation Orders

- Definition – Any set of orders that are “authenticated” after the date the orders were to be executed are considered confirmation orders.

* Per Force Policy Letter 01-12, any set of orders that are authenticated after the start date are considered confirmation orders. The MARFORRES Commander has charged “Leadership” with **incorporating practices that will ensure commands are issuing orders both timely and appropriately**.

Confirmation Orders

- Who can grant a waiver ?
- Waiver requirements.
- What type of orders don’t require a waiver ?
- Travel Claim settlement requirements.

Confirmation Orders (explained)

*__Who__ – Per Force Policy Letter 01-12, you are required to have the confirmation waiver request signed by the CO/I&I (cannot be signed By direction). Along with endorsements from the member and by the rest of your chain-of-command (i.e. BN, Division, etc.) up to the Deputy Commandant, M&RA. This request and endorsements are required to settle that Marine's travel claim.

*__Waiver Requirements__:

- Tell the story as to why the Marine performed duty w/out orders
- What "type" of orders
- What is the "purpose" of the orders
- Must include name, rank and position of the Marine who directed the Marine to perform duty prior to orders being issued/authenticated
- Any request surrounding "funding" must have an endorsement from the "funding authority" to provide clarification & additional info
- Enclose copy of MROWs Tracking Screen

Confirmation Orders (explained)

*__Waiver NOT required for the following__:

- Associate
- Funeral Honors Duty (non-ADOS)
- Off-Site IDT
- Legal or Medical Hold
- LOD Travel
- Invol Mobilization (USC TITLE 10 Sections 12301a, 12301b, 12302, 12304, 12304a, or 12304b)

*__Travel Claim settlement requirements__:

- Original Orders
- Dir RA waiver authorization
- CO/I&I waiver request (can NOT sign Bydir)
- All endorsements to the waiver
- Travel Claim
- Applicable Receipts

Back-to-Back Orders

- Definition – Back-to-back orders are any two sets of orders that are continuous (i.e. no gap or break of service). However, there could be a change in component code.

*Inactive duty training (Drills, ATPs, AFTPs, RMPs, Associate Duty/Appropriate Duty) does not count as continuous service; for example: orders end on the 1st, member drills on the 2nd, member comes back on orders on the 3rd; that is a break in service and therefore are not considered back-to-back orders, and changes the members PLEAD.

PLEAD (knowledge)

* Active Duty followed by drills followed by Active Duty (without returning home) constitutes a “break in service” and changes the Marine’s PLEAD

* Drills followed by Active Duty (without returning home) constitutes a “break in service” and changes the Marine’s PLEAD

* DFAS = PLEAD is the physical location where the Marine “receives” orders

* Travel & Transportation allowances are affected by PLEAD

* Marines should “receive” or “sign” for orders at their “Primary Residence”

* Never leave home/primary residence prior to effective date of orders

* Traveling early WILL have a negative impact on entitlements

* Primary Residence in excess of 400 miles from duty location & POV authorized?

Back-to-Back Orders

- Why is knowing this important?
- Who reports the seamless transaction entry?
- What do you need to provide ?

Back-to-Back Orders (explained)

*__Importance of knowing__ – A break in service changes the members PLEAD, which in-turn affects the members entitlements. Also, if the member endorses receipt of orders at the Home Training Center (HTC), this will also result a change in PLEAD.

*__PLEAD__ – Place Entered Active Duty should be the members __primary residence__; determines BAH amount by locality and other entitlements (per diem & mileage). Should be verified by the member during audits and prior to signing orders.

*__Who__ – MISSO 16/17 are the only ones that can report the seamless entries (TTC 378) and depending on the current status (Comp Code) of the Marine, the sequence (003 or 004) will be utilized.

*__What –__ In order for MISSO to report this entry, you need to provide them both sets of “APPROVED/AUTHENTICATED” orders via Trouble Ticket submission.

Off Site IDT Orders

- Definition – Orders (via MROWS) that direct a Marine to attend/conduct drill away from the Reserve Training Center (RTC).

* Prior to ordering a Marine to an off-site IDT, commanding officers and OICs must take into consideration the time and distance required to complete the travel. Due to the geographic dispersion of COMMARFORRES, in some instances, off-site IDT may not provide a Marine with appropriate compensation for time lost from civilian employment, school, etc. Accordingly, commanders / OICs should consider utilization of ADOS and plan accordingly (MCRAAM).

Off Site IDT Orders

- From where can they commence?
- Is mustering still required?
- Do you submit a travel claim?
- What do they rate?

Off Site IDT Orders (explained)

*__Commence__ – These orders can start from the RTC, or from the Marines home. If they commence from home, they do not rate IDT credit while in a traveling status.

*__Mustering__ – The member still required to be mustered for accountability and payment of drills; IDT orders are generated to cover travel & Per Diem as needed.

*__Travel Claim__ – YES!, a travel claim is submitted via DTMS, and include the signed DD Form 1351 (Travel Itinerary), signed IDT orders, a copy of the Muster Sheet, and if CTO / Ravenel were utilized, the official itinerary they provide will also be included.

Off Site IDT Orders (explained)

*__Rate__ – A Marine that is in receipt of these type of orders will rate Per Diem and Travel. When the member travels directly from the home/assigned unit to the
TDY station, reimbursement is limited to the travel cost ***from the assigned unit*** to the TDY station (JFTR Ch 7, Part G)

Example: A member's home is Location E assigned unit is at Location F and TDY is at Location G. The member travels directly from home (Location E) to Location G. The member is due travel cost from Location E to Location G limited to the travel cost from Location F to Location G.

Mobilization Orders

- Definition – Orders that assemble troops and putting them into a state of readiness for war or other emergency.

*Units that have been ordered for mobilization will be notified via naval message. These messages can be found, read and printed off the Automated Message Handling System (AMHS). The activation message will contain all pertinent information required to properly and accurately mobilize your Marines.

*Orders **WILL NOT BE EFFECTIVE** prior to the no earlier than (NET) Date of Activation as indicated in CMC's activation message.

*QTRS/MESS WILL be directed for each "for further assignment" (FFA) unless known in advance that QTRS/MESS are not available.

Mobilization Orders

- Assistance with “writing” Mobilization orders

- MROWS Template
  - 93050 (12302 – Partial Mob) has been modified to include the new contingency name and crisis code / ensure you to change the PID for your respective MSC/GWT funds.

*__Assistance__ - No two units will have identical orders, so it is imperative to modify the provided template(s) to fit your unit. Make sure that you copy the existing template, rename it and modify as needed.

- Orders start from Members primary residence reporting to the RTC , NLT 2359 (allowed 1 day of travel time for each 400 miles travelled by POC).

Mobilization Orders

- Non-Standard Paragraph(s)

1. A statement that the orders to active duty are in "support of a contingency operation(s)"(Operation Freedom's Sentinel)

2. The applicable legal authority (statue) under which the member is serving (10 U.S.C. 12301a, 12301b, 12302, 12304, 12304a, or 12304b)

Mobilization Orders

- Non-Standard Paragraph(s)

"THE PERIOD OF THIS ACTIVATION SPECIFIED AS YOUR MOBILIZATION EMPLOYMENT PERIOD IS FROM _____ TO _____ (**XX MONTHS**). ADDITIONAL TIME SERVED UNDER THESE ORDERS FOR INDIVIDUAL SKILLS TRAINING, POST DEPLOYMENT LEAVE, AND/OR ANY ACCUMULATED POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA) HAS BEEN APPROVED BY THE SECRETARY CONCERNED."

*The purpose for this paragraph – If approved by the Secretary concerned, periods of individual skill training and/or post-mobilization leave are to be excluded from the mobilization period (as stipulated

Mobilization Orders

- Miscellaneous Paragraph(s)
  - “Call 1-800-336-4590 (National Committee for Employer Support of the Guard and Reserve) or check on line at www.esgr.org if you have questions regarding your employment/reemployment rights”
- Travel Claim Requirements
  - TAN 13-03 (Travel Claim Submission Requirements) – Required to submit a travel claim for partial settlement every 30 days when performing extended TDY (45 days or more).

Mobilization
Rental Vehicles

- Deputy Commandant, P&R msg 032048Z APR 08
  - Commanders ***<u>are directed</u>*** to maximize the use of government and public transportation before requesting approval of rental vehicles.
  - In those instances where government and/or public transportation requirements are insufficient or adversely effect the mission; **rental cars may be authorized**
  - Commanders **must** submit a roster via their Chain-of-Command to the MARFORRES Comptroller

Mobilization
Rental Vehicles

- COMMARFORRES G1 msg 011613Z MAY 08
- Coordinated msg b/w MARFORRES G1 & COMPTROLLER

  -Recommendation & justification for the use of rental vehicles sent via Chain-of- Command for MSC consideration/approval.

  -Force level units submit request to MARFORRES Comptroller for consideration.

  -Consolidated approval rosters submitted by the MSC to MARFORRES Comptroller for fund approval must contain the following:

  A. Name (Lname, Fname, MI)
  B. Rank

Deployment Orders for AC/AR Marines

Deployment Orders for AC/AR Marines

DTS Orders will NOT be created for AC/AR Marines.

DD Form 1610s need to be generated for deploying AC/AR Marines.

Contact MARFORRES (Comptroller Office) for Block Ton assignment and order writing process.

MARFORRES COMPTROLLER POC(s):

Linda Laine (504) 697-8780

Debbie Wanko (504) 697-8733

Conclusion

We covered several order related matters for Reservist, Active Reserve and Active Component Marines. Although everything we discussed and went over is important, it is our opinion that the most important thing to take away are the changes that have been made or will be made that affects a members pay and allowances.

Questions